

Rita

3 April 1968

Vince,

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[REDACTED] is right about the Correspondence Manual being listed in the Admin Supply Catalog. I was not aware of it.

I called Logistics - Supply - and they have 60 copies of the new manual on the shelf at headquarters as a result of a routine order. If we were to "advertise" the publication the Supply Branch would want to be notified so that they could order a large quantity. Takes 25 to 30 days to order thru GSA. They would want a form 1490. Stock # is 7610 889 3558.

How many should we order?

Re: the GPO Style Manual this is primarily a manual for printing. It costs \$3 and is ordered thru the Library. I checked with Carl Uhlig at NARS and he said not every government agency permits other than people involved with printing to have a copy of the Style Manual. He said for the Correspondence Manual he followed the rules and principles set down in the Style Manual and tried to give typists the general things they would need for correspondence. Then he referred them to the GPO Manual if greater details are necessary.

It's fine that OTR is giving classes in grammar. Grammar is not necessarily limited to correspondence; any grammar a new employee learns would be beneficial on any job. So the grammatical hints in the Correspondence Manual appear sufficient for general usage.

I think we could use the Part II of the Govt. Manual. We would have to do the part on Preparation of Correspondence to cover the Agency procedures and style - that's what we've been trying to do all along. We could establish the general principles and use many examples of letters and memorandums, using as many signatures for examples as "they" would permit us. If offices will use the handbook as a handbook then the girls would add and delete whatever information is pertinent within their offices. As the signers of correspondence change in a given office, the appropriate action would be to make the change in the handbook. Otherwise, the book becomes obsolete as a current guide.

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Did [REDACTED] send along any comments?

No - didn't say anything when I was there, either. Rita